

July 2009

SHS Allsports Booster Club  
Fundraising Guidelines

The following guidelines have been developed in order to ensure that each sports' sub-committee is aware of the fundraising process and that all necessary information is provided for each requested event. A Fundraising Event Form **must** be completed for each individual request.

**What is a fundraiser?**

*Any event that a sports' sub-committee holds to raise money (sales and/or donations) for your individual sport. This does not include the three (3) seasonal All Sports Fundraisers.*

1. When a sub-committee wants to hold their own fundraiser, a Fundraising Event Form must be completed and submitted to the Fundraising Committee.
2. Please allow 4 weeks for final approval/disapproval of your event.
3. Approval must be received from the Fundraising Committee prior to making final plans for the event.
4. Rough copies of all printed materials to be distributed (fliers, tickets, posters, etc.) should be submitted to the Fundraising Committee along with the Event Form for approval.
5. A Profit/Loss Statement must be submitted to the Fundraising Committee at the conclusion of the event. A copy should also be submitted to the Booster Club Treasurer. The Profit/Loss Statement must include Total Income (Sales and Donations), Expenses Incurred and final Profit/Loss within 2 weeks after your event on the form provided.
6. Please keep in mind that the in-season fundraisers are the teams' first priority. Each team must meet the required participation level for their in-season sport Booster Club fundraiser in order for permission to be given for individual team events. Booster Club funding will also be affected if the participation levels are not met (for example: camp money, per athlete funding, Sr. gifts, etc.)
7. Alcohol **CANNOT** be sold, provided, or promoted at any Booster Club event.

AllSports Fundraising Event Form

**\*\*Submit form to AllSports at least 4 weeks prior to your event. \*\***

You may email to: [jbeste06@gmail.com](mailto:jbeste06@gmail.com)

PLEASE PRINT CLEARLY

Today's Date: \_\_\_\_\_ Sports Team: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Brief description of event to include how it will be run: \_\_\_\_\_

Anticipated income from event: \_\_\_\_\_ Anticipated profit from event: \_\_\_\_\_

What will be profits be used for (be specific)? \_\_\_\_\_

Have you already gone to the Athletic Director for funding of these purchases? YES \_\_\_ NO \_\_\_

Will there be alcohol on the premises? (Circle One) YES NO

If yes, how will the alcohol be handled? Explain:

raffles/gaming/gambling be involved? (Circle One) YES NO

If yes, the appropriate permits must be secured (attach copy of permit). Explain:

Additional Comments:

Contact Name: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email contact: \_\_\_\_\_

**\*\*Printed materials affiliated with the AllSports must be reviewed & approved prior to being distributed.  
(example: fliers, tickets, posters, etc.)**

**\*\*If approved – a profit and loss statement must be sent to the Fundraising Committee & Booster Club Treasurer within 2 weeks of the event completion.\*\***

Coach Signature and Date: \_\_\_\_\_

APPROVED or DENIED Athletic Director Signature and Date: \_\_\_\_\_

APPROVED or DENIED Fundraising Chairperson Signature and Date: \_\_\_\_\_

Reason: \_\_\_\_\_